

Career Opportunity

Part-Time Pretrial Services Support Specialist II

Classification: 24

Starting Salary Range: \$18,673-\$23,154

Classification Salary Potential: \$30,362

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

This position is located in the Bay City divisional office of the Pretrial Services Agency reporting directly to the Administrative Officer. The employee provides specialized technical and administrative support to pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, statistical data entry, case file monitoring, archiving, and intake responsibilities.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents.
- Perform data entry functions.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; process mail requiring special handling; and, provide outside messenger service.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Schedule appointments, arrange meetings, and maintain officer calendars.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- Assist pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies, collecting verifiable and supportable documentation, and performing similar activities. Enter data and information into the office's computerized database system.
- Maintain and mail or transport tests and materials to laboratories for confirmation. Maintain inventory of supplies.
- Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations and case file maintenance. Obtain related records regarding offenders/defendants, following established practices and protocols. Prepare and update case files and reports investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and edit reports prepared by officers.
- Perform other duties as assigned.

*Announcement
Number: 10-20*

*Posted: September 3,
2010*

*Closes: September 17,
2010*



U.S. District Court
Eastern District of Michigan
www.miept.uscourts.gov
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@mied.uscourts.gov
Subject: 10-20 Support
Specialist II

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QUALIFICATIONS

Required: A high school diploma or equivalent with a minimum of two years of progressively responsible experience at the CL 23 level that included clerical or office experience that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. For placement above the minimum, at least one year of specialized experience as defined below is required.

Preferred: Knowledge of Word Perfect, Lotus Notes and Windows applications. Prior court experience desirable. At least three years specialized experience as defined below.

Specialized experience is defined as progressively responsible clerical or administrative experience in a professional office setting that provided the knowledge, skills and abilities of office administration; and involved the routine use of automated software and key-boarding for word processing, data entry, report generation and database applications.

PROCEDURES FOR APPLYING

To be assured consideration, please submit a cover letter (include announcement number), resume **and completed application Form AO-78** (download from the District Court and Pretrial websites listed at the left of page one) to the address at the left of page one by the close of business on Friday, September 17, 2010. **Incomplete submissions may not be considered.** E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted. A general skills assessment will be administered to the selected candidates. Only the most qualified applicants will be invited for assessment. Travel reimbursement in connection with interview and/or relocation is not authorized.

An Equal Opportunity Employer

*All applicants must be a U.S. citizen or be eligible to work in the United States.
All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.
Retention depends upon a favorable suitability determination.
All appointments also subject to mandatory electronic funds transfer.
More than one vacancy may be filled with this announcement.*